

W a s h i n g t o n S t a t e
Office of the Insurance Commissioner
Insurance Examiner 2

Location: Seattle, Washington
Recruitment Number: 06-OC-24-GN
Recruitment Type: Open to the Public
Salary: \$3,318 to \$4,247 per month (Range 52)
Posted: July 13, 2006
Open: Open Until Further Notice – Applications will be considered as they arrive.

The Office of the Insurance Commissioner (OIC) is one of the smaller agencies in Washington State government. It operates under the direction of the State Insurance Commissioner, a state-wide elected official. The OIC has a workforce of approximately 200 employees who perform the agency's mission of consumer protection and regulation of the state's insurance industry.

OIC values its employees and diversity in the workplace. We challenge our employees to continuously improve the way we do business and to meet and exceed the needs of our customers

LOCATION

OIC is seeking a qualified candidate for the position of Insurance Examiner 2 in our Company Supervision Division located in Seattle.

POSITION AND SCOPE

OIC is seeking an insurance analyst who performs professional work in financial analysis/examination and verification of financial condition of organizations providing insurance and health care benefits doing business or applying to do business in Washington State. May work as a team member on examinations. Travel may be required.

Ability to investigate and analyze specific groups of insurance company accounts; write clear, concise, and informative reports. Deal tactfully but firmly, with insurance company officials; identify critical features of agency contracts, agreements, etc.

Knowledge of: Principles, practices, techniques, and methods of accounting and auditing; insurance laws and Insurance Commissioner's ruling, and related Attorney General Opinions and court decisions; insurance company practices; statistical sampling procedures.

DESIRABLE QUALIFICATIONS

A Bachelor's degree involving major study in accounting, business administration, economics, or finance, with a minimum of 36 quarter or 24 semester hours of accounting.

OR

A Bachelor's degree and a Certified Public Accountant (CPA) license granted by Washington State or another state that has reciprocity with Washington State; or a Bachelor's degree and a designation of Accredited Financial Examiner (AFE) or Certified Financial Examiner (CFE) in an insurance discipline as granted by the Society of Financial Examiners.

AND

Two years of qualifying professional experience in accounting or auditing.

Additional qualifying experience will substitute, year for year, for education provided the required 36 quarter and 24 semester hours of accounting have been completed.

A fifth year Bachelor's degree (225 quarter or 150 semester hours) or a Master's degree in accounting or business administration with a minimum of 36 quarter or 24 semester hours in accounting may substitute for one year of the required experience.

COMPENSATION

The salary is \$39,816 to \$50,964 annually, depending on qualifications. Benefits include vacation and sick leave, 11 paid holidays, medical, dental, life insurance, retirement, and an optional deferred compensation plan.

EXAMINATION PROCEDURE

The following is an examination of your education, training and experience. Please respond to the following questions:

The exam is an evaluation of your education, experience and training and is based solely on the qualifying information you report on your application form.

EDUCATION:

1. List any Bachelor's or graduate degrees you possess. Include the school, location, date, and your major.
2. List all college courses and seminars, workshops, etc., you have completed in the following: accounting, finance, auditing, writing, oral communication (e.g. interview techniques and interpersonal skills), business administration, and computer applications (e.g. spreadsheets and audit programs).
3. List all current designations you possess (CPA, AFE, CFE, etc.). Include the state where obtained.

EXPERIENCE:

Briefly describe your experience in the following areas. Be explicit about what you actually did. For each item, include your job title, your employer, dates employed, and length of time (months or years) you did each activity.

1. ACCOUNTING:
 - a. General ledger working with assets, liability, revenue and expenditures, and preparing financial statements.
 - b. Doing reconciliations.
 - c. Preparing accounting schedules.
 - d. Allocating expenses.
2. AUDITING: Participating as an examiner/auditor on an audit team:
 - a. Examining/auditing insurance companies using NAIC or other full-scope auditing procedures.
 - b. Other full-scope financial audits of organizations.
 - c. Auditing for compliance with specific statutes and regulations.
3. COMMUNICATION:
 - a. Interviewing for factual information.
 - b. Writing reports that included analysis of a problem or issue and contained a solution or recommendation. Give examples.
 - c. Using a computer on the job. Specify the types of programs. (i.e. Access, Excel, Quattro Pro, Lotus, etc.)
4. FINANCIAL ANALYSIS:
 - a. Analyzing insurance companies using NAIC database and/or financial statements.

- b. Analyzing other financial statements.
- c. Analyzing for compliance with specific statutes and regulations.

We will mail your score to you, but we cannot tell you your ranking on the list of job applicants. Additional information will not be accepted after the closing date of this announcement.

APPLICATION PROCEDURE

E-mail is the preferred method of application process and will be used as the primary method of communication throughout this process.

E-mail application materials to recruitment@oic.wa.gov with a subject line of 0-OC-24-GN. Candidates must submit all requested materials.

Keep a copy of your application and these exam responses. You may be asked about them at the time of an interview.

- The above listed examination of your education, training and experience;
- A letter of interest (no more than two pages) describing your skills and experience as they relate to the Desirable Qualifications outlined in this announcement;
- A [Washington State Employment Application](#) and the [Applicant Profile](#) form;
- A list of three references, including one supervisor, with current telephone numbers and addresses.

If E-mail is not possible, please mail requested materials to the following address:

*Office of Insurance Commissioner
Human Resources – Gail Newkirk
Attn: 07-OC-24-GN
P. O. Box 40255
Olympia, WA 98504-0255*

*E-mail to: Recruitment@OIC.wa.gov
Phone: (360) 725-7012
Fax: (360) 586-2023
www.insurance.wa.gov/oic/jobs/*

Initial screening will be based solely on the information contained in your Washington State Employment Application. Be sure to indicate how you meet the minimum qualifications. You should keep a copy of your application for your files.

The State of Washington Office of Insurance Commissioner is an equal opportunity employer with a commitment to supporting diversity in the workplace. Women, racial and ethnic minorities, persons over 40 years of age, and disabled and Vietnam era veterans are strongly encouraged to apply. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 438-7660 or TTY # (360) 664-3154.

We ask you to voluntarily answer the **Applicant Profile** questions and return it with your completed job packet. This information will be treated as confidential and will be used by authorized personnel only.